

**CONFIDENTIAL**  
SECURITY INFORMATION

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MEMORANDUM

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TO: Director of Personnel  
FROM: Assistant Director of Personnel  
SUBJECT: Probation Period

1. During the course of its studies the Working Group on Personnel Development Program encountered the problem of probationary service in CIA wherein there are three different systems (i. e., none six months and twelve months) of probation depending on what appear to be arbitrary criteria respecting previous status at time of appointment.
2. The Working Group recommended a revision of CIA Regulation dated 5 November 1951, Section C, to provide maximum uniformity within present legislative limits. The group recommended that the probationary period for all prospective CIA employees be identical.
3. Specifically, it has been suggested that paragraph C be revised as follows:

- Paragraph (1) to equal present paragraph (6) with no change.
- Paragraph (2) to equal present paragraph (1) with no change.
- Paragraph (3) to equal present paragraphs (2), (3) and (5), combined and reworded to provide uniform handling and uniform trial period of one year.
- Paragraph (4) to equal present paragraph (4) with no change.

4. If there is no existing legislation which would prevent simplification of our probationary procedures, will you please have an amendment to [redacted] drafted to incorporate the above changes.

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